



THE PURPOSE OF THIS NEWSLETTER IS TO KEEP THE CONCORDIA COMMUNITY UP-TO-DATE ON NEW DEVELOPMENTS IN THE LIBRARIES. YOUR QUESTIONS OR COMMENTS ARE MOST WELCOME AND SHOULD BE ADDRESSED TO: LIBRARY LETTER, ORIENTATION OFFICE, NORRIS LIBRARY, 429-5

## CONCORDIA LIBRARY RECEIVES GRANT

Dr. Martin Cohen, the Library's Collections Coordinator, was informed recently that the Social Sciences and Humanities Research Council has approved our \$11,500 grant request to further upgrade the Vanier Library's Africana Collection. The grant money is to be used to replace deteriorating paper copies of African newspapers with microfilm editions.

The collection of African materials at Concordia is one part of what aims to be a nearly comprehensive collection of resource materials for African studies in the libraries of Montreal universities. Concordia's function in this scheme is to collect materials relating to East Africa (Kenya, Uganda, Tanzania), Ethiopia, Liberia, Southern Africa (South Africa, Botswana, Lesotho, Swaziland, Portuguese Africa), and Central Africa (Malawi, Zambia, Rhodesia). For the most part, these African materials are unique in Canada, and their value to scholars at Concordia and elsewhere makes this grant a particularly welcome one.

## EVENTS

**INTERLIBRARY LOANS: OPEN HOUSE!** Here's an opportunity to learn more about the 4-million volume Centre for Research Libraries and what it can do for you. Interlibrary Loans is sponsoring an open house to provide faculty and students with information on the services it offers. This peek behind the scenes will not only leave you better informed, but perhaps will also open up a number of new research possibilities of which you were unaware.

DATE: TUESDAY, OCTOBER 27 10:00 A.M. - 4:00 P.M.

LOCATION: NORRIS BUILDING, ROOM 413

### ATHANOR ON DISPLAY

The most recent issue of Athanor, Montreal's lively literary magazine, is currently on display at the Vanier Library. Featured is a selection of poems by the Yiddish poet Abraham Sutzkever, in English translation. Other contributors include: Henry Beissel, R.G. Everson, Dorothy Livesay, Sharon Nelson, and many more. For information, please contact Marvin Orbach at 482-0320, ext. 488.

## CRL HIGHLIGHTS

Are you having trouble finding those important primary sources of information for your research? The Center for Research Libraries may be able to help. The Center makes available, through the Concordia Libraries' Interlibrary Loans offices, archival and research materials on a wide variety of subjects. Of interest this month:

- Life and Campaigns of Field Marshal Erwin Rommel.
- Conservative Party (Great Britain). Pamphlets and Leaflets, 1868-1914 (microfiche).
- Central African Daily News (Salisbury, Rhodesia) 14 September 1956 - 26 August 1964.
- U.S. National Security Council. Documents, 1947-1977.

To order materials from C.R.L., simply fill in an Interlibrary Loan form, available at any Reference Desk. Materials may be kept for as long as needed, unless they are requested by another C.R.L. member. To find out more about the materials available from the Center, feel free to request a pamphlet on the Center's collections from Interlibrary Loans, 879-4311.





# A SUCCESSFUL DEBUT

The second edition of the Concordia University Library's Serials List on microfiche has just appeared, thus ending what we considered to be a period of initiation. Our user community seems content with the new format and with the considerably more current information which it contains. We in the Library are also content, because the new Serials List is not only an improvement over the old printed "S.H.L." but is, in addition, less costly to produce! The decreased cost will allow us to update our list more frequently, as well as to distribute copies of the list more widely than we were previously able.

We are interested in hearing your comments or questions on the new Serials List. There are questionnaires available in the Reference Area of each library, or you may address your comments directly to: Hilari Farrington, Library Orientation, Norris Library 429-5 (879-4523).

# REMINDERS

## TO FACULTY AND STUDENTS:

More and more quality programs, superior in instructional content and audiovisual design, are now available on videocassettes. They are being employed in diverse educational situations as the basis for group discussion and involvement, or for individual study purposes. A selection of some of our videocassettes appears in the "ACQUISITIONS" section of this newsletter. They can be viewed in the Non-Print Area of the Norris or Vanier Library, or borrowed for a 3 day period. Arrangements can also be made for classroom viewing. For further information phone 879-8182 at S.G.W., or 482-0320, ext.265 at Loyola.

## TO ALL FACULTY ON THE S.G.W. CAMPUS:

There are few things more frustrating to students than not finding required reading materials in the Library. For that reason, the staff of the Government Publications Room of the Norris Library would like to remind you to let them know in advance if you plan to give an assignment requiring the use of Government Publications. If necessary, materials can then be placed on reserve at the Circulation Desk, or simply set aside in the Government Publications Area. Being able to anticipate demand for specific materials helps us to ensure that your students will spend more time reading those required publications than they will looking for them!

ATTENTION BUSINESS STUDENTS: ANNUAL REPORTS FOR THE FINANCIAL POST TOP 500 ARE ON RESERVE IN BOTH THE NORRIS AND VANIER LIBRARIES. GO TO THE CIRCULATION DESK.

ATTENTION ACCOUNTING STUDENTS: THE COMPREHENSIVE SETS OF CICA, CGA, AND RIA EXAMS ARE ON RESERVE IN THE NORRIS AND VANIER LIBRARIES. ASK AT THE CIRCULATION DESK.

TO THE PEOPLE WHO USE THE NORRIS NON-PRINT AREA: Please do not return your materials to the book drop on the main floor, nor to the 6th floor Circulation Desk. All Non-Print materials should be returned directly to the Non-Print Area (N422) of the Norris Library.

TO GEOLOGY STUDENTS AND FACULTY: The Science and Engineering Library would like to remind you that all of S.E.L.'s geology maps are housed in that library's Non-Print Room.

# COMPUTERIZED INFORMATION SERVICE

If you are frustrated by the time it takes to search the indexes and abstracts, you should know that the Library's On-Line Computerized Information Service may be able to find you the information you need in a fraction of that time. Computer terminals, located in each Concordia library will give you access to databases which include Biological Abstracts, ERIC, Engineering Index, Social Sciences Citation Index, Management Contents, Art Bibliographies Modern, and PSYCINFO (see below). If you are interested in obtaining more information on this service, get in touch with your Subject Librarian, or phone the Reference Desk in any Concordia Library.

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**PSYCHOLOGISTS, PLEASE NOTE!** As of January 1, 1981, the database version of Psychological Abstracts has been given a new name: PSYCINFO. The new name reflects the fact that the database now includes about 20% more information than the printed work. The PSYCINFO database covers the world's literature in psychology, as well as related behavioural and social sciences, and is produced by the American Psychological Association. For details on file description, subject coverage, updates, the cost of a search, etc. phone Helena Gameiro, Psychology Librarian, 482-0320, local 411.

**ALSO**, effective immediately, MEDLINE (MEDLARS on-line) will be available on-line at Concordia Libraries. This database is produced by the U.S. National Library of Medicine (NLM) and constitutes one of the major sources for biomedical literature. The complete MEDLINE database, from 1966 to the present, represents over three million records, and indexes articles from approximately 3,000 journals published in over 70 countries. For more information, please contact the Subject Librarian for your area.

# **LIBRARY PUBLICATIONS**

**Cinema:** Do you know about the guides, dictionaries, encyclopedias, directories, reviews, biographical sources, and other useful materials in the field of film studies available in the Concordia Libraries? If not, you may want to obtain a copy of our new handout, "Film: Selected Reference Sources". It can be obtained in the Reference Area of the Norris and Vanier Libraries, or by phoning 879-4523.

**Education:** The publication "Education in Québec", produced by the Government Publications and Microforms Unit (Norris), was revised and updated this August. For copies, please phone 879-4275.

**Fine Arts:** Two new bibliographies of non-print materials pertinent to Fine Arts are the first in a series which will include items held in both the Norris and Vanier Libraries. "Art and Architecture: Non-Print Materials" and "Modern Art and Architecture: Non-Print Materials" will be available in the Non-Print Area of both libraries. Phone 879-4523 for copies.

**Music:** Two new listings of the reference sources which you can use to find information on Jazz and Musical Theatre are available in the Reference Area. Copies can also be obtained by phoning 482-0320 (ext.488) at Loyola, or 879-4523 at Sir George.

# **FACILITIES**

## **PERIODICALS IN THE SCI-ENG LIBRARY: SOMETHING HAD TO GIVE**

Library users are no longer in danger of being squeezed out of the Science and Engineering Library by hordes of periodicals. Because the stacks had reached full capacity, over the summer there was a major shift of the periodicals collection as follows:

Volumes 1975 onward - Science And Engineering Library 10th floor (Hall Bldg.)

Volumes 1964-1974 - Sci-Eng Library Periodicals Reading Room Hall Bldg. 4th floor.

Volumes pre-1964 - In storage. Request at Circulation Desk.

Because this change is not yet reflected in the new Serials List, please note the yellow signs which have been posted throughout the stacks as a reminder!

# **ACQUISITIONS**

## **GENERAL**

**In the news** - The Norris Library Government Publications Unit has recently received material which has been the subject of media attention over the past year. Here are some of the reports which you can now see "in the flesh":

-The state of competition in the Canadian petroleum industry, by the Director of Investigation and Research, Combines Investigation Act. (RG53-1981/56)

-The Kent report, by the Royal Commission on Newspapers, 1981. (Z1-1980-1)

-Commission of Inquiry Concerning Certain Activities of the Royal Canadian Mounted Police. Report and Studies. Call numbers: CP32-37 and CP32-38/1980

For more information, phone the Government Publications information desk at 879-4275.

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Montreal, before and after. A set of 100 slides entitled, Scenes of Bygone Days, portrays the cities of Montreal and Quebec during the last century, before photography became a well-known medium. Paintings and engravings from the McCord Museum will show St. James Street, Notre-Dame Street, the old markets, Dufferin Terrace, Champ-de-Mars, a picnic near the Montmorency Falls, and a host of other places and events. A contrast to this nearly pastoral view of our city is provided by still another set of slides, these depicting present-day Montreal through the eye of the camera: Montreal, Light and Forms Series. Both sets mentioned here are located in the Non-Print Area of the Vanier Library.

#### ACCOUNTING

Management's responsibilities for internal accounting control: the impact of the Foreign corrupt practices act, Videocassette, Norris Library Non-Print Room.

#### ART HISTORY/PAINTING

Gallery artists, new Leo Castelli Gallery, Inner Tube Video, 1980. (1 cassette, 30 min. colour) This program visits the new Leo Castelli Gallery in Soho, New York, focusing on the works of such artists as Rauchenberg, Lichtenstein, Robert Morris and Vito Acconci. Also included is an interview with Acconci. Non-Print Area, Norris Library.

See also, GENERAL. (Montreal) ←

#### CHEMISTRY

T.V. viewing - You can watch television and still learn about fluid flow, heat transfer, and mass transfer by coming to the Science and Engineering Library and asking for the new set of video courses entitled, Chemical engineering for chemists. For more information, contact Kay Hobbs at 879-4185.

#### COMMERCE

The Business Index, a relatively new periodical index on microfilm, is now available in the Reference Area of both the Norris and Vanier Libraries. Beginning in January, 1979, the Business Index covers 375 business periodicals, the Wall Street Journal, the New York Times, Barron's, as well as business books and reports. The Index will also provide an abstract, if the article has been abstracted. For more information, please consult the Librarian at either Reference Desk.

New info on Canadian corporations! The Norris Library's Government Publications Unit is now receiving a series of audited financial statements of Canadian corporations. The series, which is on microfiche, is issued by the Canadian Bureau of Corporate Affairs and covers approximately 4,000 corporations. Included are corporations which are federally incorporated, public corporations, and private corporations with assets of 5 million dollars or revenues of 10 million. Ask for the Canadian Statement Fiche Service at the information desk in the Government Publications Room.

See also: ECONOMICS and POLITICAL SCIENCE ←

#### EARLY CHILDHOOD EDUCATION

Jean Little. (1 videocassette, 25 min. b&w) Peter Barrow talks with author Jean Little about her books for children.

Sue Ann Alderson. (1 videocassette, 28 min. b&w) Children's author Sue Ann Alderson talks about her life and how it has influenced her writing for children.

Both videocassettes are in Norris Library's Non-Print Room.

#### ECONOMICS

Government Publications can be a particularly good source of information for those in the fields of Economics, Political Science, and Commerce. Here is just a small sampling of some recent arrivals in the Norris Library's Government Publications Unit:

- \*O.E.C.D. International Energy Agency. Energy policies and programmes of I.E.A. countries: 1980 review. (61.81.05.1)
- \*Canada. Dept. of Energy, Mines and Resources. The national energy program 1980.
- \*Canada. Consumer and Corporate Affairs. Concentration in the manufacturing industries of Canada: analysis of postwar changes. (RG-54-1/8)
- \*The administration and enforcement of competition policy in Canada, 1960-1975: an application of performance measurement. (RG54-1/6)
- \*Economic Council of Canada. Regulation reference series. This is a series of studies on various aspects of government regulation and intervention in different sectors of the economy. (E26-series no. 1a)
- \*U.N.C.T.A.D. Energy supplies for developing countries: issues in transfer and development technologies (1980).



## EDUCATION

English education and Bill 101 - The Norris Library Government Publications and Microforms Unit has recently received the Quebec Conseil de la Langue Française's analysis and rebuttal of the P.S.G.B.M. report on the effects of Bill 101 on the English education system. Its title: Qu'en est-il des inscriptions à école anglaise publique? Enquire at the Government Publications information desk (Que./C.L.F./Inscriptions).

Criterion-referenced vs. nonreferenced tests, American Educational Research Association, 1978. (1 video-cassette, 75 min. colour) A presidential debate on psychological and educational tests from the 1978 annual meeting of AERA, between W. James Popham, UCLA, and Robert Ebel, Michigan State University.

## HISTORY/GEOGRAPHY

Back in Special Collections... The following items of interest to History and Geography students and faculty have recently been repaired and are now in excellent condition for use:

-Bouchette, Joseph. Topographical map of the Province of Canada.

-Beers, J.H. and Co. Historical Atlas of Ontario County.

The Norris Library Special Collections Room is open Tuesdays, from 9 a.m. - 12 noon, and Thursdays, from 1 to 4. At other times, the collection may be seen by appointment. Phone 879-4309.

See also, GENERAL

## LANGUE FRANCAISE

Vous trouverez à la Bibliothèque Vanier et Norris Section Référence les dictionnaires "Les Usuels du Robert" dont le Dictionnaire des Citations Françaises Ref PN 6086 D455; le Dictionnaire des Mots Contemporains Ref PC 2860 G53.

## LITTERATURE FRANCAISE

Dictionnaire biographique des auteurs de tous les temps et de tous les pays. Robert Laffont, 1980. 4 volumes. Ref PN 41 D48 1981.

## LITTERATURE QUEBECOISE

Le Petit Dictionnaire Héritage des citations de Gilbert Forest, Héritage plus, 1980 offre des citations tirées de romans canadiens d'expression française et ce jusqu'en 1975. Ref PN 6081 F67 NOR et VAN.

## MANAGEMENT

The Time of your life. Offers insights into the need for time management and suggests techniques for managing time so that more work can be accomplished with less effort. Based on Alan Lakein's best selling book How to Get Control of Your Time and Your Life. This colour videocassette is in the Non-Print Area of the Vanier Library.

Three management styles. Three management styles are illustrated through the use of skits which show the difference of each style as it is applied to the same managerial situation. This videocassette runs for approximately ½ hour, and can be viewed in (or borrowed from) the Non-Print Area, Norris Library.

## MARKETING

Aspects of Canadian life style, Toronto, York University, 1975. (videocassette). Panel discussion of M. Dale Beckman's paper of the same title held at the second triennial Canadian Marketing Workshop, Tor. 1975 which was cosponsored by York University's Faculty of Administrative Studies and the American Marketing Association. (Vanier Library, Non-Print).

## MUSIC

The New Grove Dictionary of Music and Musicians is considered to be one of the most complete music reference works ever produced. If you'd like to know whether this glowing evaluation is accurate, you'll find the New Grove in the Reference Area of the Vanier Library (REF ML 100 N48).

## PSYCHOLOGY

Non-verbal communication. An introduction to non-verbal communication is given in this 30-minute colour videocassette (Vanier Library) Portage, Montréal, Rare Films Productions, 1980. Unrehearsed scenes from everyday life in the drug rehabilitation center, Portage. Enquire in the Vanier Library, Non-Print Area.

Psychology windfall at Vanier Non-Print - A number of other interesting items have recently been added to the Non-Print Collection in the Vanier Library. Among them are these sound recordings: The nature of anxiety (Goldstein, 1974), Boundaries between individual and world (Muephy, 1974), Concepts of Personality; Causes of Personality (Eysenck, 1977), Objective methods for analyzing dreams (Hall, 1974), Hypnotherapy; an exploration (Erickson, 1979), and the Baker-Schulberg CMHI scale (Baker, 1967).

See Also EDUCATION

(Cont...)



## POLITICAL SCIENCE

C.L.F. looks at the bill of rights - Les droits linguistiques du Québec et le projet fédéral de charte canadienne des droits et libertés: positions du conseil de la langue française, 1981 (QUE/CLF/Droit)  
In the Norris Library, Government Publications Room.

Remember the October Crisis? The Québec Department of Justice certainly does. The 1981 report entitled, Rapport sur les événements d'octobre 1970 is now available in Government Publications (5th floor) Norris Library. Call number: QUE/Just/Rapport.

See also, ECONOMICS

## SOCIOLOGY

Little Italy: the symbolic ecology of an ethnic enclave. The ethnic identity of Italian Americans in New York is portrayed in this 24-minute colour videocassette (Norris, Non-Print).

Whiteside, Don, Native rights: what is being done? What can be done?, Montreal, Department of Communication Arts, Loyola College, 1975. (3 videoreels 30 min. each, b&w) A discussion of native rights, treaties, land and land settlements, self-determination, passive resistance, and Indian acts. Lecture given March 18, 1975. Located in Vanier Library's Non-Print Room.

## T.E.S.L.

The Office de la Langue Française has prepared a study on the relationship between language planning projects and socio-political characteristics of the society involved, with information gathered from an analysis of the situations in India, Israel, Norway and the U.S. Request Aménagement linguistique: rapport entre le projet d'aménagement et les caractéristiques socio-politiques du milieu visé (QUE/OLF/aménagement) in the Government Publications Room, Norris Library.

## THEATRE ARTS

No charge for admission - The following plays on audiocassette have recently arrived in the Non-Print Area of the Vanier Library: Grand Hotel (Vicki Baum), Angel Street (Patrick Hamilton), Arsenic and Old Lace (Joseph Kesserling), All My Sons (Arthur Miller), Juno and the Paycock (Sean O'Casey), William Tell (Friedrich von Schiller), Voice of the turtle (John Van Druten). For more information on recent audiovisual acquisitions for Theatre Arts, contact Marvin Orbach (482-0320, ext.488) or Naida Grossman (ext.375).

Billy Bishop went to war - the record of this popular Canadian musical is now available in the Vanier Library (Non-Print).

## WOMEN'S STUDIES

Women and the constitution is the title of a collection of papers from Canada's Advisory Council on the Status of Women. The papers, by various authors and organizations, analyze the implications for women of constitutional reform. Can be obtained in the Norris Library, Government Publications Room. (LW31-8/1981)

Sexual harassment on the job. Sandra Elkin interviews Karen Sauvigne and Susan Meyer. Originally aired as no.147 of the television program Woman. This colour videocassette can be obtained in the Non-Print Area of the Norris Library.

Killing us softly: advertising's image of women. The psychological aspects of women in advertising are explored in this colour videocassette (Norris Library, Non-Print).

International tribunals on crimes against women. (1 cassette, 29 min, colour) Sandra Elkin interviews Diana Russell and Judy Friedlander. Originally aired as no.141 of the television program Woman. Housed in the Non-Print Area of the Norris Library.



# LIBRARY PHONE DIRECTORY

We are confining ourselves to two sides of a page, in the hope that you will be able to tack this sheet to a bulletin board for future reference. See verso for information on services to faculty and loan periods.

## SERVICES

CIRCULATION DESKS: Drummond Science Library.....local 337  
Norris Library.....-5971  
Science and Engineering Library.....-4183  
Vanier Library.....local 374

COMPUTERIZED INFORMATION SERVICE:.....(See "REFERENCE DESKS")

GOVERNMENT PUBLICATIONS: Norris Library.....-4275  
All other libraries.....(See "REFERENCE DESKS")

HOURS: All libraries.....-5891

INTER-CAMPUS DELIVERY:.....(See "CIRCULATION DESKS")

INTERLIBRARY LOANS: Loyola Libraries.....local 430  
Sir George Williams Libraries.....-4311

LIBRARY INSTRUCTION:.....(See "SUBJECT LIBRARIAN" under PERSONNEL, or phone 879-4523.)

MICROFORMS:.....(See GOVERNMENT PUBLICATIONS)

NON-PRINT MATERIALS: Loyola Libraries.....local 365  
Norris Library.....-8182  
Science and Engineering Library.....-7338

OVERDUES:.....(See "CIRCULATION DESKS")

REFERENCE DESKS: Drummond Science Library.....local 337  
Norris Library.....-4444  
Science and Engineering Library.....-7338  
Vanier Library.....local 372

RESERVE MATERIALS:.....(See "CIRCULATION DESKS")

## PERSONNEL

SUBJECT LIBRARIAN: Name \_\_\_\_\_ Phone \_\_\_\_\_

Space will not permit us to publish a complete listing of Subject Librarians. Consult the Owner's Manual for the subject librarian in your area, or phone the Collections Coordinator at 879-4574. (For more information, see verso under REFERENCE SERVICES).

### ADMINISTRATION

Assistant Vice-Rector and Director of Libraries: Paul-Emile Fillion.....-2820  
Associate Director of Libraries/Head, Reader Services: Joseph Princz.....-5890  
Head, Budget, Planning, and Administration: George Snowball.....-2822  
Collections Coordinator: Martin Cohen.....-4574  
Computer Assisted Reader Services Coordinator: Jim Tallon.....-8160  
Administrative Services Officer: Derek Walsh.....-2846

### AREA HEADS

Loyola Libraries: Irene Sendek.....local 338  
Norris Library: Ruth Rohrlick.....-4418  
Science and Engineering Library: Zuzana Jirkovsky.....-4184

### DEPARTMENT AND UNIT HEADS

Acquisitions: Bob Wrightson.....-4379  
Cataloguing: Lillian Rubinlicht.....-4375  
Government Publications and Microforms: Louise Carpentier.....-4560  
Interlibrary Loans: Joy Bennett.....-4309  
Non-Print: Loren Singer.....-8115  
Orientation: Hilari Farrington.....-4523



# LIBRARY INFORMATION FOR FACULTY

This information sheet attempts to provide the briefest possible summary of Library services of interest to the faculty of Concordia University. It may be supplemented by the Library Owner's Manual, the Library Letter, and information received from your Subject Librarian. Copies of the publications mentioned here are available in any Concordia Library, or can be obtained by phoning 879-4523.

## SERVICES

### REFERENCE SERVICES

Subject Librarians, who specialize in book selection, library instruction, and reference work for a given subject area, are available (by appointment) for consultation on computerized literature searching, research problems, and other subject-related library matters. To obtain the name and number of the Subject Librarian in your area, phone the Collections Coordinator at 879-4574, or consult the Library Owner's Manual (p.13). For Reference Desk telephone numbers see verso.

### RESERVE MATERIALS

The purpose of the Reserve System is to ensure that all students in a given course have access to essential, high-demand reading material within a reasonable period of time. At your request, any material (library or other) may be placed on reserve for a limited period of 3 days, 24 hours, or 3 hours. Please allow 2 weeks for the material to be processed. FOR FURTHER INFORMATION, CONTACT THE CIRCULATION DESK OF THE LIBRARY YOU PLAN TO USE (see verso for telephone numbers).

### LIBRARY INSTRUCTION

If you plan to assign a research project this year, your classes may benefit from a library orientation seminar. These seminars will be geared to the needs of your course, and will cover research method, important reference sources, and the use of indexes, abstracts, bibliographies, etc. Phone your Subject Librarian or the Library Orientation Office (879-4523).

### ACCESS TO LIBRARIES OUTSIDE CONCORDIA

An agreement between the directors of Quebec and Ontario University Libraries allows faculty access to all university libraries within this network. In Quebec province, presentation of a valid Concordia I.D. card will ensure access. If you plan to use a library outside the province, phone the Reader Services Office at 879-5891.

The Interlibrary Loans Unit will assist you in locating and obtaining needed materials from libraries outside the immediate area. Faculty also have access, through I.L.L. to the four-million volume collection of the Center for Research Libraries. For telephone numbers, see verso.

## LOAN PERIODS

**BOOKS: 4 WEEKS.** FACULTY MAY REQUEST EXTENDED LOAN OF ONE SEMESTER AT THE TIME MATERIALS ARE CHARGED OUT. If requested by another borrower, books may be recalled after 2 weeks. To renew books, please present them at a Circulation Desk.

### PERIODICALS: DO NOT CIRCULATE

Bound or microform volumes: Can be sent from a library on one campus to either library on the other campus, upon request. Volumes may then be used in the receiving library for a two day period.

Unbound issues: Cannot leave the library in which they are housed. Photocopies of needed articles may be requested, and will be sent via intercampus delivery. Please provide an approved budget code.

OTHER LIBRARY MATERIALS: LOAN PERIODS VARY. For information on loan periods for microforms, nonprint items, government publications, and interlibrary loans, enquire on location, or consult the Library Owner's Manual.

### SANCTIONS: Fines are assessed according to the following schedule:

10¢ per day for the first 3 days that a book is overdue.

25¢ per day from the fourth day that the book is overdue. On the fourth day, the 25¢ fine becomes retroactive to the first day that the book was overdue.

Maximum fine: \$10.00 per item.

PLEASE PRESENT YOUR I.D. CARD WHEN BORROWING LIBRARY MATERIALS